



**DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

AQOG

NOV 8 1996

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
DCMC HEADQUARTERS STAFF**

SUBJECT: DCMC Memorandum 96-76, Initiatives Tracking System (ITS)(INFORMATION)

This is an INFORMATION Memorandum. It provides instruction in how to gain access to the information in the DCMC ITS. Target Audience: All DCMC employees involved in organizational performance management and analysis.

The DCMC ITS contains information relating to plans to accomplish the Performance Goals, selected separate Tasks, and Metrics performance targets contained within the 1997 DCMC Business Plan. So that all of the DCMC Districts and separate Contract Administration Offices can have essentially the same access as the Headquarters, we have devised an easy way to capture the ITS and incorporate it on your LAN. See the instructions attached. Initial setup is about a 20-minute task and monthly maintenance about 10 minutes.

We are additionally working on gaining access to the Headquarters LAN for all District and Office commanders via "PCAnywhere." When the administrative requirements are complete and we have your access established we will inform you of such. In the interim, you need to secure a copy of the above mentioned software.

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JILL E. PETTIBONE
Executive Director, Contract
Management Policy

Attachment
1. Instructions



Instructions for incorporating the DCMC ITS on your local system (LAN or PC):

The DCMC ITS contains all the Performance Goals and selected separate tasks from the 1997 DCMC Business Plan and as such is a good source for determining what the priority activities are in the Command and how we are progressing with those activities. To get your own working copy of the DCMC ITS:

1. Capture the file "ITS.EXE" via FTP from 160.147.213.30 (UNIX operating system; logon = anonymous; password = anonymous). It is in the directory named "dcmcits."
2. Create a local (your LAN/PC/etc.) directory called "DCMCITS". Place the file "ITS.EXE" in that directory.
3. "Extract" the file using the "-d" option by typing "its -d" while you are in your "DCMCITS" directory and then Return/Enter. The file will blow itself up (without using pkunzip) into the files and directory structure you need to use. Do not change the structure or the system will not work.
4. Make the following modifications:
 - a. To the file "DCINITV.INI" in the Program directory - Change so that the ".ini" file is pointing to the correct database location. DRIVE: \DCMCITS\PROD_DB\DCINIT.MDB (DCINIT.MDB is the database file) where you select the drive (and directory if you put other than in the root) that is appropriate for the setup you want.
 - b. In the Command Line to launch the application - Add "/i" after your local location for the "DCINIT.INI" file so that the program knows where to go to get it. Thus you should have, "drive: :\DCMCITS\DCINITV EXE /i drive: \DCMCITS\PROGRAM\DCINITV.INI"
 - c. In the Working Directory line - Ensure the path points to where the "Program" sub-directory (sub of "DCMCITS") is located.
5. **Now** all you have to do is to download, from the same FTP address each month, the updated "dcinit.mdb" and "dcinit.ldb" files and copy them over the existing files of the same name in the "prod_db" directory. Since the DCMC MMR occurs normally by the 15th of each month, the updated files should be available by then.